

**BY ORDER OF THE COMMANDER
AIR FORCE MATERIEL COMMAND**



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AIR FORCE MATERIEL COMMAND

Supplement 1

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Communications and Information

FORMS MANAGEMENT PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This supplement does not apply to Air National Guard or Air Force Reserves. Units may further supplement this command supplement, as required. If supplemented, submit a copy to HQ AFMC/SCDP, 4225 Logistics Ave, Room A112, WPAFB OH 45433-5744.

SUMMARY OF REVISION

This supplement has been substantially revised and must be completely reviewed. Paragraphs have been renumbered to correspond with the superseding of AFI 37-160, Vol 8 by the new series AFI 33-360, Vol 2. It expands on the guidance provided in AFI 33-360, Volume 2, and applies to all AFMC personnel who develop forms to collect data.

AFI 33-360, Volume 2, 1 December 1999, is supplemented as follows:

1.4. HQ AFMC/SCDP will serve as the major command (MAJCOM) forms manager focal point for instructions, procedures, and policy as it relates to the overall forms management program. The 88 CG/SC, Wright-Patterson AFB OH, is designated as the command focal point for designing, analyzing and preparing print requests for all HQ AFMC forms, including Local Reproduction Authorized (LRA) forms, Air Force Technical Order (AFTO) forms, and Joint Logistics Command (JLC) forms.

1.7.20. (Added) AFMC base forms management activities will continue the base forms index and website until ETS has reached full operational capability (FOC). The forms manager will review and post index updates to the forms website. Coordination of the forms index via the AF Form 673 is not required.

2.2.3. AFMC will not manage surveys as numbered forms. OPRs will coordinate surveys with the servicing Information Collection and Reports Manager to determine if licensing action is warranted.

2.2.6. AFMC does not design or manage certificates as forms.

2.2.7. (Added) Devices or signs which are created to display long term information, such as building managers, appointment of monitors or similar information, will be developed as an AFMC or local visual aid.

2.3. Use discretion when using the word "Report" as part of the title of the form. The word "Report" is normally associated with report control symbol and/or Office of Management and Budget requirements.

2.4.2. Process also applies to revisions of automated forms.

3.1.1. In-depth instructions should be part of the prescribing directive and may include a sample form with completed entries, if necessary to explain the text. Instructions on forms should be brief.

3.6.1. When a publication prescribing a form is rescinded, the form automatically becomes obsolete unless the OPR provides the forms management activity with a publication replacement or revision that prescribes the form.

3.11.1. (Added) The 88 CG/SCCI will provide only the information collection portion of forms requiring United States Postal Service elements. Each field activity will coordinate inclusion of the necessary postal design elements with the local postal authority for overprinting onto the form.

3.13.1.5.1. (Added) Route changes for AFMC forms through functional OPR channels to the appropriate MAJCOM OPR. Local forms management activities may assist applicable functional offices in developing responses. Route suggestions concerning forms management policy through forms management channels to HQ AFMC/SCDP, 4225 Logistics Avenue, Room A112, Wright-Patterson AFB OH 45433-5744.

3.15. Using agencies and activities are authorized to overprint information onto departmental certificates providing that the prescribing publication places no restrictions on their use. The using agency/activity must supply the printing authority with the blank forms and overprinting overlay.

6.1.2.3. Collecting information on a recurring basis is defined as requiring the use of 100 or more forms on a yearly basis to collect the information.

Attachment 1. (Office Forms) AFMC does not manage office forms. Field forms management offices may provide design services to those offices that do not have design capability to the extent resources will allow.

Attachment 1. (Added) Computer Generated Forms. A form created with a software program other than the Air Force forms design software that is approved by the OPR in coordination with the forms manager and identified in a prescribing directive.

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